SHEILA DOUGLAS: Hello, everyone. This is Sheila Douglas with the ePlanning team. And today we're going to be discussing how to manage and publish summary sites in back office. When you're ready to finalize your project, the need for register for public viewing, you'll need to log in the back office. Ensure you are starting at back office home. Select your project to edit from the project, Solicit. However, if your project is older than 30 days, then select the All-radio button, depending on the publishing stage of a project. The status indicator displays a specific color.

The three stages of a project are-- red-- project has changes not yet submitted for approval. Yellow-- project approved by public affairs official but not published. Green-- project approved, published, and viewable by the public.

Click on your project. You will now see your project summary page. Please note-- project descriptions typed in D2 will correlate and display in back office. Now if you prefer a map section to be displayed on your summary site, then follow these steps. First, click on the green underline, edit. Your screen will display fields to edit. Click the small box next to include map sections to check mark it. And then click the green underline, save, toward the top of your summary page.

Scroll down to the map section to add a pdf map-- by clicking the green ad next to pdf maps. Then type a name in the map set name. Select a release date by clicking the calendar icon. Click the green underline ad next to document, reditions. Ensure your project is displayed in the dropdown of the repository project browser. Then click the blue underline, expand all. Check mark the desired map. Click the gray select button at the bottom right hand corner. The screen will reappear with project map set information, and you will click the gray add button in the right-hand corner.

You will now see your project summary site. Scroll down to the set project location section and click the green underline set. The project coordinate location map will display. Select your point, either by entering all the information on the right-hand side. Or enter the Lat long or click a point on the screen. Then click the gray save button on the right hand column. Once edits are complete, scroll down to the Submit changes for approval section. Select-- the public affairs reviewer from the dropdown. And then click Submit for Approval.

The public affairs personnel will get an email, telling them that they need to go in and approve the changes with the link to the project as seen here. As a public affairs clicks on the gray approve button which will result in the team lead getting an email letting them know the site has been approved. Then they will go publish site changes. At that point, they will click on the publish now. A window will pop up stating this site will be published immediately. Click OK. Note-- your project status indicator has turned green. Congratulations, you have now added your project summary page, the NEPA Register, for public viewing.

Thank you for watching and please remember-- if you have any additional questions, please submit a remedy ticket. Or visit our KRC and SharePoint site for additional supporting documentation.